

Special Event Alcohol Management Plan

- The names and phone numbers of two contact people who will be on-site during the time alcohol is being sold/consumed
- Indicate the type of alcohol that will be served (beer, wine, etc.)
- A detailed diagram of the area where alcohol will be sold/consumed which includes accurate dimensions, locations of entrances/exits of the area, an explanation of how you will contain/designate this area (fencing or other barriers)
- Explanation of how you will control the entrances/exits of the alcohol sales/service area to ensure alcohol does not leave the event (i.e. - station event staff and place a waste receptacle at each entrance/exit and include these on the diagram above). There must be at least two (2) persons at each entrance and exit.
- Signage for alcohol sales/service area - 11" x 17" signs must be posted at all exits stating no open containers of alcohol are permitted beyond that point. Need to indicate on the diagram where these will be placed.
- Explanation of the process you will use for checking IDs (who will be responsible for doing it, where within the footprint will it be done)
- If minors will be allowed into the area where alcohol is being sold or consumed, explain what designator you will use to identify those people who have been ID'd as old enough to drink (i.e. wristbands, stamps, etc)
- Attach completed plan to your online Special Event Permit application and if applicable, submit a copy of the plan to the Business Licensing Division with your caterer's permit or picnic license application.